

All:

The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS user account. Upon receipt, please review the email for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the Archived Messages link.

GENERAL:

Process Monitor – A tools upgrade was completed on the GEARS system this past weekend. While most of the upgrade was focused on items “behind the scenes”, the process monitor did change slightly and may be noticed by users. The process monitor page has several new buttons and a new link. The buttons and links used in the past are still there and work as in the past. The new “Clear” button will remove the User ID and any other information that may have been entered in the “View Process Request For” top section. The “Reset” button will bring back what information the “Clear” button removed. The “Process List” lower section contains the “Actions” dropdown list and contains most of the same information that is available under the “Details” link.

The screenshot displays the GEARS Process Monitor interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a section titled 'View Process Request For' containing various search filters: 'User ID' (with a search icon), 'Type' (dropdown), 'Last' (dropdown), '5' (input), 'Days' (dropdown), 'Refresh' button, 'Server' (dropdown), 'Name' (with a search icon), 'Instance From' (input), 'Instance To' (input), 'Clear' button, 'Run Status' (dropdown), 'Distribution Status' (dropdown), 'Save On Refresh' checkbox, 'Report Manager' link, and 'Reset' button. Below the filters is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains two rows of data.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2918330		SQR Report	AOC1011B	[REDACTED]	03/19/2022 11:22:37AM EDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	2918041		Application Engine	FS_BP	[REDACTED]	03/18/2022 1:48:11PM EDT	Success	Posted	Details	▼ Actions

Service Now Tickets – When creating an online Service Now ticket related to GEARS processes, please be sure to enter “GEARS” somewhere in the description. Without this information, there can be a delay in getting the ticket routed to the appropriate application group for return phone calls and assistance.

Training – The next session of GEARS training is currently under development. Please watch for the upcoming announcement. It is tentatively planned to start around April 18th.

COMMITMENT CONTROL / YEAR-END:

FY22 Budget – Please continue to review your budget closely as our year-end processing starts.

1. Ensure that all FY22 needed requisitions are completed in GEARS per the below due dates:

Spend Threshold	Deadline
>\$50,000	April 8 th
>\$5,000 to <\$50,000	May 6 th
>\$2,500 to <\$5,000	June 10 th

2. Ensure that existing requisitions and POs with open balances are still needed or alternate actions are taken to close or reduce balances.
3. Contact the Budget staff within DBF for any questions regarding your budget or spending plans.

If you should any questions about the above information, please feel free to contact me

Thank you,



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